Analytical Report Assignment

Instructor: (Ms. Amika Lewis)

Course: ENG 1203 - Technical Communication (May, 2026)

Weight: 35 % of overall grade.

Length: 2000 -2500 words

Assignment Overview

An analytical report goes beyond describing a topic—it requires you to examine, interpret, and evaluate information to reach a clear, evidence-based conclusion.

Objective

By completing this assignment, students will develop critical thinking and analytical skills, practice structuring formal reports, interpret and evaluate evidence, and use academic research properly.

Topic Selection

Choose ONE broad topic and narrow it into a specific issue. (from what was selected/shared during tutorials).

Report Structure

Title Page

Report title, student name, course name, date

Introduction

Introduce topic, issue, purpose, and thesis statement

Methodology

Sources used, how information was gathered, limitations

Analysis / Discussion

Findings, comparisons, evidence, 3–5 sources

Conclusion
Summary of findings and main argument

Recommendations
Practical, evidence-based suggestions

References
APA 7th Edition - minimum 3–5 sources

Formatting Requirements
- Times New Roman, 12 pt
- Double spacing
- 1-inch margins
- Clear headings

Grading Rubric (100 Marks) (35%)

Criteria	Excellent	Good	Satisfactory	Marks
Introduction	Clear, focused, strong thesis	Mostly clear	General	/10
Methodology	Well explained	Adequate	Limited detail	/10
Analysis	Deep critical thinking	Good analysis	Basic	/30
Evidence	Strong integration	Good use	Limited	/15
Conclusion	Logical	Mostly clear	Weak	/10
Recommendations	Practical	Relevant	Vague	/10
Structure	Excellent flow	Organized	Some issues	/10
Grammar	Error-free	Minor errors	Frequent errors	/5